

SPECIAL ORDER NO. 44

October 1, 2009

**SUBJECT: DEPARTMENT MANUAL VOLUME II, ORGANIZATION AND FUNCTIONS OF THE LOS ANGELES POLICE DEPARTMENT, AND VOLUME V, CLERICAL OPERATIONS - REVISED**

**PURPOSE:** One of the Core Values of the Department is Quality Through Continuous Improvement. In keeping with that value, an electronic version of the Department Manual was placed on the Department's Local Area Network (LAN) in 2006, enabling Department employees to instantly access the most up-to-date version of the Manual. As the Department's technology continues to improve access to information, the Department is now reviewing the Manual to determine what information in the Manual would be more appropriately placed directly on the LAN.

This first step in this process involves the movement of the majority of Volumes II and V from the Department Manual to an electronic domain on the Department's LAN.

**PROCEDURE:**

**I. DEPARTMENT MANUAL VOLUME II, ORGANIZATION AND FUNCTIONS OF THE LOS ANGELES POLICE DEPARTMENT - REVISED.**

Sections 101 through 555 of Volume II of the Department Manual have been removed and placed into the "Org. Functions" link on the Department's LAN.

**Note:** A message and a hyperlink on the face page of Volume II in the Department Manual will direct a user to the "Org. Functions" link. The "Org. Functions" link is accessible within the "InfoWeb Menu" section on the Department's LAN.

**II. DEPARTMENT MANUAL VOLUME V, CLERICAL OPERATIONS -**

**REVISED.** Sections 100 through 2000 and Outside Agency Forms of Volume V of the Department Manual have been removed and placed into the "Use of Form/Completion and Distribution" link on the Department's LAPD Forms page.

**Note:** A message and a hyperlink on the face page of Volume V of the Department Manual will direct a user to the "Use of Form/Completion and Distribution" link. The "Use of Form/Completion and Distribution" link is accessible in the Department's LAPD Forms page.

**AMENDMENTS:** This Order amends Volume II, Sections 101 through 555, and Volume V, Sections 100 through 2000, of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to read 'W. Bratton', with a large, sweeping flourish at the end.

WILLIAM J. BRATTON  
Chief of Police

DISTRIBUTION "D"